

AGENCY STAFF GUIDELINES

Please read before your course!

Every BOEC course is different, so each agency staff is faced with unique expectations. Therefore, the following guidelines will be fairly general.

One of our staff will be the “Course Director” on your course. This person will contact you before the course to talk about course itinerary, goals for particular students, your role, student medications, etc. At this time, we would like you to voice your hopes and expectations for the course, and ask questions about anything that is unclear.

Your responsibilities on the course will encompass a very broad spectrum. This is not an all-inclusive list! In very general terms, we would like you to help encourage students to try each activity, facilitate their success, give them encouragement and support, encourage them to take responsibility for themselves and others, and to have a good time! We will be pushing them a bit, gently and with lots of caring, to do some things, which will be new and sometimes difficult. Probably the most important part of your role will be to support their efforts---let them try!

More specifically, we would like you to: (note that some may or may not apply)

- 1. Help with activities if requested (i.e. accompany students on the ropes course, skiing, climbing, assist with “crowd control”.) Hopefully, you’ll want to participate right along with students in most activities.**
- 2. Help get students involved with meal preparations and other chores. Expect to chip in yourself too. Cooking and clean-up are very much “group efforts” at the BOEC.**
- 3. Help get students organized in the mornings.**
- 4. Distribute and monitor all student Medications.**
- 5. Work with BOEC staff on discipline. We need to know from you what you expect from the students—let us know if we are not as consistent or firm as we need to be. In return, you can help us enforce our rules.**
- 6. You maybe asked to sleep in the same room as the students and expect to help as necessary with trips to the bathroom, outhouse, sleepwalkers, etc.**
- 7. Share, on an ongoing basis, your observations about the appropriateness of our activities, the effectiveness of our staff, and any suggestions you may have. We often find that we learn from agency staff and they frequently discover that we have something new to offer too. We would like you to participate in discussing the next day’s plans. At the end of the course we will give you an evaluation form to fill out. Agency Staff feedback has always been one of our best ways to evaluate the quality of courses and continue to improve them.**
- 8. Assist students with all day-to-day needs, including hygiene, bathing/toileting, and eating as necessary. BOEC staff members are outdoor educators and are not trained in attending to the hygienic needs of students. BOEC staff is available to assist on a limited basis, but agency staff should plan on taking most, if not all of these responsibilities on themselves.**

OVER

9. **Make sure you have a good time! Our staff do, and we believe that is one key to our success. You may have a limited amount of designated “time off” from the course. Please keep in mind that we need your help, and will count on you to be eager to participate in every aspect of the course.**
10. **Finally we do have a few rules that apply to both agency staff and our staff. We would appreciate your compliance:**
 - a. **No non-prescription drugs or alcohol on course.**
 - b. **If you leave the course, let the Course Director know where you are going and approximately when you will return.**
 - c. **If the students are asked not to smoke then we ask that you refrain also. Otherwise, smoke only in the designated smoking areas outside the cabin(s). Fire danger is a major concern.**
 - d. **Interpersonal and/or exclusive relationships detract from the group experience, which is trying to be achieved during most BOEC activities. This sort of behavior is strongly discouraged among students, agency staff and staff while on course to ensure positive and productive group dynamics.**

FOR BOEC SKI/WILDERNESS GROUPS: BOEC SKI OFFICE EXPECTATIONS

We require one staff member from the agency to be the primary contact person in the event of an emergency. This person must be reachable at all times!

The BOEC will provide lift tickets and equipment to those staff who are serving a functional role in the management of your group. The BOEC will not provide tickets or equipment to those individuals not assisting with the facilitation of a lesson.

If a Chaperone does not ski, the Course Director needs to inform the ski office of how they will be involved.

It is the agency's responsibility to administer all primary care needs. The BOEC is unable to provide this service and requests that any student needing this provide his or her own assistant.

As far as preparation before your course-please try to obtain all of the equipment on the attached list before you come. We do have equipment to lend, but we need most of it for students, and prefer to reserve it for their use. Thanks! Bring lots of energy, some patience, and a smile. Any questions, please call us at (800) 383-2632.